



DEPARTMENT OF THE ARMY
551ST SIGNAL BATTALION, 15TH SIGNAL BRIGADE
FORT GORDON, GEORGIA 30905

REPLY TO
ATTENTION OF:

ATZH-TBB

7 July 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum No. 10 - Voting Action Plan

1. Purpose: This action plan augments the Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2008-2009). It provides additional 551st Signal Battalion guidance and information to be used in conjunction with other requirements specified in the Army's Implementing Instructions.

2. References: The principal reference is the Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2008-2009) forwarded electronically to Voting Assistance Officers (VAO) and Unit Voting Assistance Officers (UVAO) in September 2007. This document along with the Fort Gordon Voting Assistance Plan provides additional references applicable to the Army Voting Assistance Program (AVAP). Key Documents are listed below and should be included in UVAO books for quick reference.

- a. Voting Assistance Guide 2008-2009
- b. Fort Gordon Voting Action Plan (21 Mar 08)
- c. TRADOC Voting Action Plan 2008-2009 (24 Jan 08)
- d. Army Voting Action Plan 2008-2009
- e. AR 608-20 Army Voting Assistance Program (28 Oct 04)
- f. Department of Defense Directive 1000.4 (14 Apr 04)
- g. Appointment Orders for all Primary and Alternate VAO (BN and CO level)
- h. Contact Roster for all Primary and Alternate VAO (BN and CO level)

3. The Scope: This action plan applies to all Soldiers of the 551st Signal Battalion: permanent party, student (MOS-T and MOS-I), Active, Reserve, and National Guard.

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4. Responsibilities: The Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2008-2009) as well as TRADOC and Installation Voting Action Plans provide detailed responsibilities and constitute the Army's Action Plan.

a. The Battalion VAO compiles all data from Company VAOs and submits this to the 15th Regimental Signal Brigade Senior Voting Assistance Officer (SVAO). The SVAO coordinates with the Post VAO to facilitate the success of the Army's Implementing Instructions for the Conduct of the Army Voting Assistance Program (2008-2009). The point of contact is 1LT Michael L. Hudson at (706) 791-6661.

b. The Battalion VAO will coordinate with the Company VAOs to ensure that all requirements are met.

c. Company VAOs will ensure that every Soldier in their formation receives information as prescribed in the references listed above in paragraph two.

5. This policy supercedes Policy Memorandum No. 21, dated 4 September 2006.

//ORIGINAL SIGNED//
CHARLES W. SCHRADER
LTC, SC
Commanding